

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Police Chief

| BAND | GRADE | |
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| E | 925 | |
| DEPARTMENT: Police | ACCOUNTABLE TO: City Manager | FLSA STATUS: Exempt |
| CLASS SUMMARY: Incumbent is responsible for the overall direction and administration of the City's Police Department. Duties include: directing, planning and organizing functions department wide; providing leadership and direction to command staff; developing and monitoring the budget; ensuring proper selection and placement of specialty assignments; ensuring appropriate promotion; development and training for employees; reviewing all disciplinary actions and approving all corrective actions; and, developing and implementing department policies. | | |
| DISTINGUISHING CHARACTERISTICS: This is the highest level of a six level police officer series. The Police Chief is distinguished from the Police Captain by the scope of authority and responsibility for all department operations. | | |

| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.) | FREQUENCY | |
|----------|---|-----------|--|
| 1. | Provides leadership and direction to command staff to include: supervising staff in assigned areas by scheduling work, prioritizing assignments and monitoring work; completing performance evaluations; making hiring and termination recommendations; reviewing all disciplinary actions and approving all corrective actions; ensuring appropriate promotion, development and training for employees; and, ensuring proper selection and placement of specialty assignments. | Daily | |
| 2. | Directs the planning, organization and coordination of department divisions to include: developing and implementing goals and objectives; developing, interpreting and enforcing departmental policies and procedures; evaluating operations; making improvements or changes; supervising crime prevention and police activities; and, coordinating activities with other departments and agencies. | Daily | |

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|----------|---|-------------|--|
| 3. | Participates in meetings, conferences and training programs in order to ensure department's needs are heard, and to discuss plans, policies and procedures. | Monthly | |
| 4. | Develops and monitors the departmental budget to include: monitoring expenditures and determining capital expenditures. | Weekly | |
| 5. | Performs other duties of a similar nature or level. | As Required | |

Knowledge (position requirements at entry):

Knowledge of:

- Administration and management principles;
- Administrative practices including budgeting, purchasing and policy formulation;
- Supervisory principles including training, scheduling, assigning and evaluating work;
- Federal, state, local and vehicle laws and ordinances;
- Laws of arrest;
- Departmental and police procedures;
- Crime prevention techniques;
- Criminal behavior;
- Emergency response techniques;
- Health and Safety Codes;
- Interviewing and investigation techniques;
- Radio communication and procedures.

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Skills (position requirements at entry):

Skill in:

- Providing leadership and management;
- Applying group dynamics, group decision-making and public relations techniques;
- Giving presentations;
- Organizing and managing projects;
- Monitoring and evaluating personnel;
- Training police officers in policies and standard operating procedures;
- Writing and reviewing technical reports;
- Handling people in all types of situations;
- Responding to emergencies;
- Using force to stop or prevent equal or greater force;
- Administering first aid;
- Gathering information and evidence;
- Using equipment such as two-way radios, police vehicles and weapons;
- Using office equipment such as phones, copiers and fax machines;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Criminal Justice or related field and five years of experience in law enforcement command positions; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Graduate of FBI national academy or equivalent and a Master's Degree is preferred.

Licensing Requirements (position requirements at entry):

Positions require:

- Valid Arizona Driver's License;
- United States Citizen;
- State certification as a Police Officer;
- Ability to pass a background examination.

Physical Requirements:

Positions in this class typically require: sitting, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to work space restrictions, intense noises, travel and deadly weapons.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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| <p>Classification History:</p> <p>Draft prepared by Fox Lawson and Associates LLC (hkn)</p> <p>Date: 05/98</p> <p>Rev.: 07/07 (jls)</p> |
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